

## **AUTO MECHANIC FOREMAN**

Code No.: 3-11-055  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a supervisory position responsible for the efficient maintenance and repair of automotive and motorized equipment, including, but not limited to, fire-crash rescue vehicles, heavy-duty snow removal equipment, snow blowing equipment, and jet brooms. Employees perform the more complex and difficult tasks. The employee reports directly to and works under the general supervision of a higher level staff member with wide latitude allowed for planning the technical details of the work. General supervision is exercised over a crew of mechanics, helpers, and laborers. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed)

Supervises and schedules the work of maintenance mechanics;

Directs the operation of the maintenance garage;

Supervises the maintenance of trucks, tractors, and other heavy equipment;

Directs the training and instruction of new employees and subordinates;

Maintains an inventory of supplies, shop equipment, and spare parts;

Requisitions parts, supplies and equipment;

Maintains time cards and records of performance evaluation for subordinates;

Advises management of maintenance costs for vehicles;

Prepares annual budget for maintenance garage operations;

Assists in the preparation of specifications for special equipment;

Performs the more difficult and complex repair work.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the practices and techniques of automotive maintenance and repair; good knowledge of the operation of machine tool equipment; good knowledge of shop safety and accident prevention techniques; skill in electrical and mechanical automotive repair; ability to work from plans, specifications, and rough sketches; ability to plan and supervise the work of others; ability to train and instruct subordinates in the technical details of the work; ability to prepare an annual budget for the section; ability to prepare specifications for special equipment; ability to carry out oral and written directions; good hand and eye coordination; initiative; dependability; resourcefulness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Automotive Mechanics, plus two (2) years of full-time or its part-time equivalent paid experience as a journeyman automotive mechanic or heavy equipment mechanic; OR,
- (B) Four (4) years experience as defined in (A) above; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

\*Journey-man level experience refers to skilled mechanical work involving maintenance, repair, and rebuilding of all systems: brakes, suspension, cooling, exhaust, electrical, transmission and engine.

**SPECIAL REQUIREMENTS:** If you are appointed, you will be required to have a valid New York State CDL \*B\* commercial drivers license with airbrake certification.

Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

#### **SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: December 2, 1976

REVISED: January 14, 1982

REVISED: September 9, 1993

REVISED: July 30, 1997